



Michigan Department of Natural Resources
Forest, Mineral, and Fire Management Division

TIMBER MARKER AND CRUISER

TASK BOOK FOR THE POSITIONS OF

**Pre-qualified to Bid
Cruiser
Hardwood Sawlog Marker
Hardwood Poletimber Marker
Pine Marker
Oak Marker**

TASK BOOK ASSIGNED TO:

INDIVIDUAL'S NAME, WORK STATION, AND TELEPHONE NUMBER

TASK BOOK INITIATED BY:

OFFICIAL'S NAME, TITLE, WORKSTATION, AND TELEPHONE NUMBER

LOCATION AND DATE THAT TASK BOOK WAS INITIATED

The material contained in this book accurately defines the performance expected of the position for which it was developed. This task book is approved for use as a qualification document for the job task defined above.

**CERTIFICATION AND CERTIFICATION OF COMPLETED TASK BOOK
FOR THE POSITION OF:**

Pre-qualified to Bid

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are complete with signatures. I also verify that

has successfully performed as a trainee and should be considered for certification in this job duty.

EVALUATOR'S SIGNATURE AND DATE

EVALUATOR'S PRINTED NAME, TITLE, WORK STATION AND TELEPHONE NUMBER

FOREST, MINERAL AND FIRE MANAGEMENT DIVISION CERTIFICATION

I certify that _____

Has met all the requirements for qualification in this job duty and that such certification has been issued.

TRAINING OFFICER'S SIGNATURE AND DATE

Cruiser

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are complete with signatures. I also verify that

has successfully performed as a trainee and should be considered for certification in this job duty.

EVALUATOR'S SIGNATURE AND DATE

EVALUATOR'S PRINTED NAME, TITLE, WORK STATION AND TELEPHONE NUMBER

FOREST, MINERAL AND FIRE MANAGEMENT DIVISION CERTIFICATION

I certify that _____

Has met all the requirements for qualification in this job duty and that such certification has been issued.

TRAINING OFFICER'S SIGNATURE AND DATE

**CERTIFICATION AND CERTIFICATION OF COMPLETED TASK BOOK
FOR THE POSITION OF:**

Hardwood Sawlog Marker

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are complete with signatures. I also verify that

has successfully performed as a trainee and should be considered for certification in this job duty.

EVALUATOR'S SIGNATURE AND DATE

EVALUATOR'S PRINTED NAME, TITLE, WORK STATION AND TELEPHONE NUMBER

FOREST, MINERAL AND FIRE MANAGEMENT DIVISION CERTIFICATION

I certify that _____

Has met all the requirements for qualification in this job duty and that such certification has been issued.

TRAINING OFFICER'S SIGNATURE AND DATE

Hardwood Poletimber Marker

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are complete with signatures. I also verify that

has successfully performed as a trainee and should be considered for certification in this job duty.

EVALUATOR'S SIGNATURE AND DATE

EVALUATOR'S PRINTED NAME, TITLE, WORK STATION AND TELEPHONE NUMBER

FOREST, MINERAL AND FIRE MANAGEMENT DIVISION CERTIFICATION

I certify that _____

Has met all the requirements for qualification in this job duty and that such certification has been issued.

TRAINING OFFICER'S SIGNATURE AND DATE

**CERTIFICATION AND CERTIFICATION OF COMPLETED TASK BOOK
FOR THE POSITION OF:**

Pine Marker

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are complete with signatures. I also verify that

has successfully performed as a trainee and should be considered for certification in this job duty.

EVALUATOR'S SIGNATURE AND DATE

EVALUATOR'S PRINTED NAME, TITLE, WORK STATION AND TELEPHONE NUMBER

FOREST, MINERAL AND FIRE MANAGEMENT DIVISION CERTIFICATION

I certify that _____

Has met all the requirements for qualification in this job duty and that such certification has been issued.

TRAINING OFFICER'S SIGNATURE AND DATE

Oak Marker

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are complete with signatures. I also verify that

has successfully performed as a trainee and should be considered for certification in this job duty.

EVALUATOR'S SIGNATURE AND DATE

EVALUATOR'S PRINTED NAME, TITLE, WORK STATION AND TELEPHONE NUMBER

FOREST, MINERAL AND FIRE MANAGEMENT DIVISION CERTIFICATION

I certify that _____

Has met all the requirements for qualification in this job duty and that such certification has been issued.

TRAINING OFFICER'S SIGNATURE AND DATE

Task Book Criteria

Each task book lists the performance requirements for the specific job duty named on the cover. This document allows a trainee to be evaluated against written guidelines that are uniform across the state. The Training Officer documents evaluators as experts in the area they are evaluating. Once an evaluator certifies that a task has been successfully performed, as described in the criteria, the evaluator shall sign in the Evaluator column. When all tasks in a task book are certified as complete, the Final Evaluator verifies the book and signs the recommendation for certification for this job duty. The Division Training Officer shall maintain the certification records and certify that this qualification has been verified.

Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator, and can occur in the field, in classroom situations, or in other work situations. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task which require an action, must be demonstrated before that task can be signed off.

A brief list of responsibilities also appears below.

RESPONSIBILITIES:

1. The local Office or Unit is responsible for:
 - Issuing the task book to document task performance.
 - Explaining to the trainee the purpose and process of the task book, as well as the trainee's responsibilities.
 - Providing opportunities for evaluation.
 - Providing an evaluator for local assignments.
 - Tracking progress of the trainee.
 - Confirming task book completion.
 - Determining certification per policy.
 - Issuing proof of certification.
2. The individual is responsible for:
 - Reviewing and understanding the instructions in the task book.
 - Identifying desired goals and objectives.
 - Providing background information to an evaluator.
 - Satisfactorily demonstrating completion of all tasks for an assigned job duty within three years.
 - Assuring the Evaluation Record is complete.
 - Notifying the local office or unit personnel when the task book is completed and providing a copy.
 - Keeping the original task book in personal records.
3. The Evaluator is responsible for:

- Being qualified and proficient in the task being evaluated.
 - Meeting with the trainee and determining past experience current qualifications and desired objectives/goals.
 - Reviewing tasks with the trainee.
 - Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
 - Identifying tasks to be performed during the evaluation period.
 - Accurately evaluating and recording the demonstrated performance of tasks.
Satisfactory performance shall be documented by dating and initialing completion of the task. Unsatisfactory performance shall be documented in the Evaluation Record.
 - Completing the Evaluation Record found at the end of each task book.
 - Signing the verification statement inside the front cover of the task book when all tasks have been initialed.
 - Providing certification to the Training Officer for inclusion in the Statewide database.
4. The Training Officer is responsible for:
- Identifying the educational opportunities.
 - Identifying and assigning evaluators that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
 - Providing task books to approved trainees when local office or unit was unable to provide them.
 - Conducting progress reviews.
 - Conducting a close out interview with the trainee and evaluator and assuring that documentation is proper and complete.

Requirements for Working On State of Michigan Timber Sales

1. To work on State of Michigan timber sales without supervision from a DNR employee, you must complete this Task book.
2. Items 1 through 5 must be completed before fieldwork can be started, i.e. classroom, written test, and field tests. You must complete these items to be **Pre-qualified to bid**.
3. Items 6 through 10 will be completed in the field on your first State job after completing Items 1 through 5. Some item, e.g. beech bark disease, may wait for a field site that includes those features, e.g. beech trees.
4. 4. Items 11 to 15 are specific to the type of fieldwork that you will be performing. You need to complete these items in the field on the first State job you perform requiring this work. For example, Item 10 is "Demonstrate ability to cruise timber." You must complete this item on your first State cruising job to continue cruising timber on State land. You will then be certified as a **Cruiser** and this will be documented in the Certification of Completed Task Book section.
5. To maintain timber marker and cruiser certification, you must complete Items 1 and 2 on a yearly basis.

FUNCTION Timber Sale Preparation on State Land

JOB DUTY Timber Marking and Cruising

TASK	C O D E	Evaluation Record #	EVALUATOR: Initial & date when Task is successfully completed.
1. <u>Timber marking and cruising course.</u>	C		
- Attend DNR, FMFM course.			
- Yearly update.	C		
- Yearly update.	C		
- Yearly update.	C		
- Yearly update.	C		
- Yearly update.	C		
2. <u>Written timber marking and cruising test.</u>	O		
- Pass (80%) DNR, FMFM test.			
- Yearly update.	O		
- Yearly update.	O		
- Yearly update.	O		
- Yearly update.	O		
- Yearly update.	O		
3. <u>Timber cruising field test</u>	F		
- Pass (80%) DNR, FMFM point sample test.			
4. <u>Timber marking field test.</u>	F		
- Pass (80%) DNR, FMFM northern hardwoods marking test.			
5. <u>Pacing test.</u>	F		
6. <u>Demonstrate map reading ability</u>			
O.I. Maps - can understand the OI map and interpret the boundaries.	O		
County Maps - can understand and utilize to determine best routes.	O		
Aerial photo interpretation - can use for preliminary work on plot layout, efficient methods of travel, and verifying stand boundaries, in conjunction with OI maps.	O		
Can differentiate different timber types.	O		
7. <u>Demonstrate use of tools of trade</u>	F		
Compass - can use compass with a map to locate stands and to run lines.	F		
Clinometer.	F		
D-tape / loggers tape.	F		

TASK	C O D E	Evaluation Record #	EVALUATOR: Initial & date when Task is successfully completed.
Prism / cruise stick - calibrates prism, understands use of various factors, understands plot center, etc.	F		
GPS unit - can use to determine a sale boundary, and/or unit lines. Can also use to note important points within sale.	F		
Hip chain.	F		
<u>8. Demonstrate safe working practices</u>			
Understands MSDS sheets and carries them.	O		
Understands PPE requirements.	O		
Understands weather considerations in working.	O		
<u>9. Demonstrate ability to delineate stand boundaries</u>			
Placement of sale boundary between various timber types / treatment area (red line).	F		
Property line location (blue line).	F		
Locating survey monuments.	F		
Painting lines properly: color, marking placement and methodology.	F		
<u>10. Demonstrate ability to recognize special values in stand</u>			
Can identify wildlife nest trees and make appropriate decision.	F		
Can identify wildlife species needs, such as beech, hemlock, yellow birch, etc.	F		
Can identify special features like Yew, vernal ponds, etc.	F		
Can incorporate vertical structure aspects into marking.	F		
Can protect hydrology on site, and protect riparian values. Is familiar with Michigan BMP's.	F		
Can recognize slopes that are difficult to log and set-up sale accordingly.			
Can recognize beech trees resistant to beech bark disease.	F		
Is familiar with Forest Health Reporting protocols for important insect, disease and invasive plant problems. (e.g. hemlock woolly adelgid, Asian Longhorned beetle, sudden oak death, garlic mustard, buckthorn).	F		
Can recognize important insect and disease problems affecting product value and long-term stand health.	F		
<u>11. Demonstrate ability to cruise timber</u>			
Species identification - can identify all tree species in work area.	F		
Sample point location - can successfully determine a cruising grid according to DNR methods. Can determine how many points are necessary.	F		

TASK	C O D E	Evaluation Record #	EVALUATOR: Initial & date when Task is successfully completed.
Estimate merchantable heights of trees - can measure heights of trees using the tools they carry.	F		
Recognize various product standards - Can identify and correctly estimate merchantable volume of: sawlogs (with correct top diameter), pulpwood, bolts, and utility poles.	F		
Ability to stratify various timber types.	F		
Determining in/out trees for plot sampling.	F		
Understand proper use of Plot Radius Factor (PRF) tables.	F		
Recording data.	F		
<u>12. Demonstrate ability to mark a hardwood sawlog stand</u>			
Understands crop tree management	F		
<u>13. Demonstrate ability to mark a hardwood pole stand</u>			
<u>14. Demonstrate ability to mark a pine stand</u>	F		
<u>15. Demonstrate ability to mark an oak stand</u>	F		

Successful performance of all tasks as observed and recorded by an evaluator, will result in a recommendation that the trainee be certified in that position.

Codes Used:

C = Classroom

O = task can be completed in any situation (classroom, office, daily job, etc.)

F = task must be performed in the field

INSTRUCTIONS FOR EVALUATION RECORD

There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents, by classroom work, in daily duties, depending on what the task calls for. If additional blocks are needed, a page can be copied from a blank task book and attached.

Trainee Name

Trainee Position

#1 **Evaluator's Name**
Workstation
Certification of Evaluator

Location of Training/Test/Experience?

The tasks initialed by me have been performed under my supervision and in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.

___ The individual has successfully performed all tasks for the position and should be considered for certification.

___ The individual was not able to complete certain tasks (comments below) or additional guidance is required.

___ Not all tasks were evaluated, therefore additional assignments are needed to complete this evaluation.

___ This individual is deficient in the performance of tasks for the job duty listed and must obtain further training before independent assignment to this job duty.

Recommendations: _____

Date: _____ Evaluator's signature and initials: _____

#2 **Evaluator's Name**
Workstation
Certification of Evaluator

Location of Training/Test/Experience?

The tasks initialed by me have been performed under my supervision and in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.

___ The individual has successfully performed all tasks for the position and should be considered for certification.

___ The individual was not able to complete certain tasks (comments below) or additional guidance is required.

___ Not all tasks were evaluated, therefore additional assignments are needed to complete this evaluation.

___ This individual is deficient in the performance of tasks for the job duty listed and must obtain further training before independent assignment to this job duty.

Recommendations: _____

Date: _____ Evaluator's signature and initials: _____

Trainee Name

Trainee Position

#3 **Evaluator's Name**
Workstation
Certification of Evaluator

Location of Training/Test/Experience?

The tasks initialed by me have been performed under my supervision and in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.

___ The individual has successfully performed all tasks for the position and should be considered for certification.

___ The individual was not able to complete certain tasks (comments below) or additional guidance is required.

___ Not all tasks were evaluated, therefore additional assignments are needed to complete this evaluation.

___ This individual is deficient in the performance of tasks for the job duty listed and must obtain further training before independent assignment to this job duty.

Recommendations: _____

Date: _____ Evaluator's signature and initials: _____

#4 **Evaluator's Name**
Workstation
Certification of Evaluator

Location of Training/Test/Experience?

The tasks initialed by me have been performed under my supervision and in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.

___ The individual has successfully performed all tasks for the position and should be considered for certification.

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Recommendations: _____

Date: _____ Evaluator's signature and initials: _____